

Department of Health & Human Services Administration for Children and Families

Program Office: Office of Refugee Resettlement

Funding Opportunity Title: Services to Unaccompanied Alien Children

Announcement Type: Cooperative Agreement

Funding Opportunity Number: HHS-2006-ACF-ORR-ZU-0007

CFDA Number: 93.676

Due Date For Letter of Intent: 06/12/2006

Due Date for Applications: 07/10/2006

Executive Summary:

One of the functions of the Office of Refugee Resettlement (ORR) Division of Unaccompanied Children's Services (DUCS) is to provide temporary shelter care and other related services to children in ORR custody. Shelter care services will be provided for the period beginning when DUCS accepts the child for placement and custody and ending when the child is released from custody, a final disposition of the child's immigration case results in removal of the child from the United States, or the child turns 18 years of age. Shelter care and other child welfare related services in a State-licensed residential shelter care program will be provided in the least restrictive setting appropriate to the Unaccompanied Alien Children's (UAC) age and special needs. While the majority of UAC remain in care for an average of 45 days, some will stay for shorter or longer periods of time.

This announcement provides the opportunity to fund providers of basic shelter and/or group homes.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

This program is authorized by Section 462 of the Homeland Security Act of 2002 (6 U.S.C. Section 279), which, in March 2003, transferred responsibility for the Unaccompanied Alien Children's Program from the Commissioner of the former Immigration and Naturalization Service (INS) to the Director of the Office of Refugee Resettlement (ORR) of the Department of Health and Human Services (HHS).

The Director of ORR is encouraged to use the refugee children foster care system established pursuant to section 412 (d) of the Immigration and Nationality Act (8 U.S.C. Section 1522(d)) for the placement of UAC. All programs must comply with the Flores Settlement Agreement, Case No. CV85-4544-RJK (C.D. Cal. 1996), and pertinent regulations and ORR policies.

PURPOSE AND OBJECTIVES: The primary function of ORR's Division of Unaccompanied Children's Services (DUCS) is to provide temporary shelter care and other related services to children in ORR custody. These children, referred to as Unaccompanied Alien Children (UAC), are children:

- a) Who have no lawful immigration status in the United States;
- b) Who have not attained 18 years of age; and
- c) For whom:
 - i) There is no parent or legal guardian in the United States; or
 - ii) No parent or legal guardian in the United States is available to provide care and physical custody (6 U.S.C. 279(g)(2)).

This announcement offers the opportunity to fund providers of basic shelter care (and/or group homes) to UAC. Though UAC will be in the physical custody of the shelter care provider, UAC remain entirely in the custody of the Federal Government. In this announcement, providers of all shelter care are referred to as "Applicants."

Shelter care services are provided for the period beginning when ORR accepts the child for placement and custody and ending when the child is either released from custody, turns 18 years of age or a final disposition of the child's immigration case results in removal of the child from the United States. Shelter care and other child welfare related services are provided to UAC in a State-licensed residential

shelter care program in the least restrictive setting possible. Children remain in the custody of the Federal Government until release from ORR.

The UAC population fluctuates with Department of Homeland Security (DHS) apprehensions and with UAC immigration case dispositions. Applicants are expected to design programs that address the specialized and individual needs of children in various developmental stages. While the majority of children remain in care for an average of 45 days, some will stay for shorter or longer periods of time.

The UAC population generally consists of adolescents, 12 to 17 years of age. Males represent a higher percentage of the total population of UAC. However, all applicants must be prepared to provide services to UAC from 0-17 years of age, including females and males, pregnant teens, and newborn babies. UAC may be nationals of any country. However, the majority are from El Salvador, Honduras, Mexico, Nicaragua, Guatemala, The People's Republic of China, and India. Unless otherwise specified, applicants shall be expected to provide services to children from various countries.

In addition to not having legal immigration status and being separated from their parents or legal guardians, many UAC are also fleeing poor socioeconomic conditions, gang violence/affiliation, family violence, homelessness, and abuse. Many have had very little formal education and have been working from a very young age. They have traveled for hundreds of miles by foot, train, bus, and/or plane to make it to the United States, often being physically assaulted and sexually abused during their journey. Most speak little to no English. While the majority of UAC will be reunified with family in the United States while they go through their immigration proceedings, most will eventually be deported to their country of origin. A small number will be granted immigration relief and will be able to remain in the United States legally and permanently.

Applicants shall facilitate the provision of assistance and services for each UAC, as outlined in *Program Services* section below. Applicants may be required to provide other services if ORR determines in advance that a service is reasonable and necessary for a particular child.

Program Services

The provision of services will include a structured, safe and productive environment that meets or exceeds respective state guidelines, the

Flores Settlement Agreement, and ORR's minimum service requirements. Applicants shall provide or arrange for the services listed below for each child in their care. Service delivery shall be accomplished in a manner that is sensitive to the age, culture, religion, dietary needs, native language, and the individual needs of each child.

The following are the minimum required services that the applicant shall provide:

- Medical: Provision of appropriate routine medical and dental care, family planning services (that are age-appropriate and emphasize that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, and other associated health problems), emergency health care services, and a complete medical examination (including screening for infectious disease) within 48 hours of admission, excluding weekends and holidays, unless the child was recently examined at another ORR facility; appropriate immunizations in accordance with the U.S. Public Health Service (PHS) and Centers for Disease Control and Prevention; administration of prescribed medication and special diets; and appropriate mental health interventions when necessary. Funding for UAC medical services is provided under a separate agreement with PHS and should not be included as a component of the Applicant's budget.
- Assessment: Individualized assessment that includes: (1) various initial intake and assessment forms (initial intake, admission assessment, psychosocial assessment, Individual Service Plan); (2) essential data relating to the identification and history of the child and family; (3) identification of the child's mental health and special medical needs, including any specific issues that may require immediate intervention; (4) an educational assessment and plan; (5) an assessment of family relationships and interaction with adults, peers and authority figures; (6) a statement of religious preference and practice; (7) an assessment of the child's personal goals, strengths and weaknesses; and (8) identifying information regarding immediate family members, other relatives, godparents or friends who may be residing in the United States and may be able to assist in family reunification.
- Individual Service Plan: A comprehensive and realistic Individual Service Plan for the care of each child must be developed in accordance with the child's needs as determined by the initial

intake, admission assessment, and psychosocial assessments. Individual Service Plans shall be implemented and closely coordinated through an operative case management system.

- **Case Management Services:** Applicants are required to implement and administer a case management system that tracks and monitors children's progress on a regular basis to ensure that each child receives the full range of program services in an integrated and comprehensive manner. The Applicant's case management team is also responsible for maintenance of the ORR/DUCS Tracking and Management System. All placement, transfer, and family reunification requests and all significant incident reports are processed through this web-based system. In addition, when called for under the ORR/DUCS policies and procedures, as deemed necessary to ensure the safe release of UAC to sponsors, the facility case management staff must also work cooperatively with agencies that conduct and coordinate suitability assessments. The suitability assessment is an in-depth investigation of the safety issues surrounding certain UAC and their potential sponsor.
- **Family Reunification and Release Services:** The Applicant shall design family reunification and release services to identify appropriate sponsors in the United States. Provision of reunification services will be monitored and evaluated. Demonstrated performance in efficient and safe reunification and release procedures should accompany the application, if available. Applicants will be responsible for accurately documenting their prompt and continuous efforts toward family reunification and release of UAC. Applicants will be required to monitor performance in this area during the project period. Poor performance may lead to corrective actions, high-risk designation, or termination of agreement.
- **Education:** Educational services Monday through Friday, appropriate to the child's level of development and communication skills, in a structured classroom setting, which concentrates primarily on the development of basic academic competencies and secondarily on English Language acquisition or skills (ELT). The educational program shall include instruction, educational materials, and other reading materials in such languages, as needed. Basic academic areas should include Science, Social Studies, Mathematics, Reading, Writing, and

Physical Education. The Applicant shall provide children with appropriate reading materials in their native languages for use during the children's leisure time. Educational services should serve both short and long-term needs of UAC. Applicants are encouraged to partner with local school districts for provision of educational services.

- Recreation/Leisure: Activities according to a recreation and leisure time plan that includes daily outdoor activities, weather permitting, at least one hour per day of large muscle activity and one hour per day of structured leisure time activities. (This should not include time spent watching television.) Activities should be increased to a total of five hours daily on days when school is not in session, including weekends. Descriptions of on-site recreational areas should accompany applications, including photographs if possible.
- Mental Health: Provision of or referral to mental health services, such as crisis intervention, including protocols and standards for emergency mental health situations; on-site or outpatient psychotherapy and counseling; psychiatric evaluation, treatment, and medication management; psychological evaluation and assessment; therapeutic residential treatment; in-patient psychiatric care and other clinical interventions identified as appropriate by ORR. Bilingual mental health services are preferred.
- Individual Counseling: At least one individual counseling session per week conducted by a licensed Clinician with the specific objectives of reviewing the child's progress, establishing new short-term objectives, and addressing the developmental, immediate concerns and special needs of each child.
- Group Counseling: Programs shall conduct group counseling sessions/community meetings at least twice a week. This is usually an informal process and takes place with all the children present. It is a time when new children are given the opportunity to get acquainted with the staff, other children, and the rules of the program. Community meetings provide a forum for all UAC to discuss and provide input regarding program services, such as recreational activities, outings, food, leisure, and program procedures. Staff shall have a curriculum for group counseling that may be altered depending on the needs of the population. Group goals should also include opportunities for developmentally appropriate education and skill-building, such

as conflict resolution, health and hygiene, building self-esteem, problem solving, socialization and cultural adaptation techniques, assertiveness training, anger management, interpersonal learning, relaxation and stress reduction, building group cohesiveness, and the proper expression of thoughts and feelings.

- **Acculturation:** Acculturation and adaptation services should include the development of social and inter-personal skills, which contribute to the ability to live independently and responsibly. Services may be incorporated into other aspects of the program.
- **Orientation:** Upon admission, a comprehensive orientation regarding program intent, services, rules (written and verbal), and expectations.
- **Religious Access:** The facility should respect the UAC religious affiliations by allowing them to practice their religions, whenever feasible. Also, any dietary requirements stemming from the UAC's religious affiliations should be observed.
- **Visitation:** Regulations outlining visitation hours for contact with family members (regardless of the family's immigration status) and others shall be structured to encourage contact with family and potential sponsors. UAC have the right to make phone calls to family including to family in their country of origin. Visitation includes reasonable access to UAC by their retained attorneys. Visitations may, at times, need to occur off the premises of the facility.
- **Right to Privacy:** A reasonable right to privacy, which includes the right to: (a) wear his or her own clothes, when available; (b) retain a private space in the residential facility, group, or foster home for the storage of personal belongings; (c) talk privately on the phone, as permitted by the house rules and regulations; (d) visit privately with guests, as permitted by the house rules and regulations; and (e) receive and send uncensored mail unless there is a reasonable belief that the mail contains contraband.
- **Legal Services Orientation:** Legal services information regarding the availability of free legal assistance, the right to be represented by counsel at no expense to the Federal Government. The UAC and his/her attorney should be afforded a private space to meet and confer on legal matters.

- **Rules/Behavior Management:** Program rules and discipline standards shall be formulated with consideration for the range of ages and maturity in the program and shall be culturally sensitive to the needs of the UAC. A positive strength-based behavior management approach should be used. Children shall not be subjected to corporal punishment, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating or sleeping. Any sanctions employed shall not: (a) adversely affect either a child's health or physical or psychological well-being; or (b) deny a child regular meals, sufficient sleep, exercise, medical care, correspondence privileges, or legal assistance.
- **Transportation/Escort:** Transportation to and from local airports, appointments (court, legal, medical, and mental health) and recreational outings. Costs and staffing for periodic escorted transportation to other facility locations throughout the United States should be reflected in the proposed budget.
- **Vocational educational training program and/or activities:** Structured vocational training in some useful and appropriate skill, such as computer and other technological training, small engine repair, gardening, carpentry, cooking skills is encouraged.

Program Staffing Requirements

Applicants shall hire and retain direct care staff that have experience in child welfare or a related field. A majority of staff that are responsible for direct care delivery shall be bilingual in English and the major language of the children under their care. While Spanish is the primary language of the majority of UAC, access to other languages should be available, if necessary. Applicants are encouraged to identify direct care staff with a minimum level of education equivalent to a high school diploma or higher.

In addition to having the appropriate staff to ensure that all of the UAC's physical, social, educational and recreational needs are met, each Applicant must ensure it has the following key personnel. ORR approval is required for each of these positions prior to hire. Exceptions to the required minimum qualifications listed below require ORR approval.

1. **Program Director** -- The Program Director is responsible for the entire program and its outcomes. The Program Director is the

primary liaison with ORR and coordinates both programmatic and financial elements of the services provided to the unaccompanied alien children in care. The Program Director is also responsible for all reporting requirements of the cooperative agreement or statement of work and shall bring any issues or concerns to the designated ORR Project Officer. All Program Directors must have at least a master's degree in social work (MSW) or an equivalent degree in education, psychology, sociology, or other relevant behavioral science; or a bachelor's degree in one of the aforementioned sciences, plus five years of experience as director of a licensed child care program or in program management.

2. Assistant Program Director -- The Assistant Program Director provides support to the Program Director. The need for an Assistant Program Director varies depending on the number of UAC at a facility. The Assistant Director must have a relevant bachelor's degree plus five years of progressive employment experience within a social services or child care agency.
3. Clinician -- Clinicians conduct mental health assessments for all unaccompanied alien children in care, as well as provide ongoing individual and group counseling, and crisis intervention. Whenever possible, the clinicians shall be full-time staff members. When there is more than one clinician on staff, a lead clinician shall be designated, with the added responsibility of coordinating clinical services, training new clinicians, and supervising the work of other clinicians. Clinicians shall have a MSW and two years of postgraduate direct service delivery experience, or a master's degree in psychology, sociology, or other relevant behavioral science in which clinical experience is a program requirement; or a bachelor's degree in one of the aforementioned sciences plus five years of progressive employment experience in this area.
4. Lead Case Manager -- The Lead Case Manager is responsible for coordinating case management services, training new case managers, and supervising the work of other case managers. The lead case manager also serves as a case manager and as such is responsible for assessing the needs of each UAC in care, developing an Individual Service Plan for each one, and documenting the provision of services in each UAC's case file. Case managers maintain direct contact with each UAC and, when possible, the UAC's family. Case managers are primarily focused

on a safe and efficient family reunification, with responsibility for tracking placement-to-release ratios. All case management staff must be computer proficient. Lead case managers shall have a master's degree in the behavioral sciences, human services, or social services fields; or a minimum of a bachelor's degree plus three to five years of progressive employment experience in the aforementioned fields that demonstrates supervisory and case management experience. Child welfare experience is strongly encouraged.

Applicants must ensure that facilities are staffed 24 hours a day. Staffing ratios should follow State licensing regulations. However, staff to child ratio recommendations should be no more than 1 to 20 for Clinician; 1 to 15 for Case Management.

Educational services should be provided by State/county certified teachers. Applicants are also encouraged, when feasible, to dedicate staff positions (full-time and/or part-time) for the following responsibilities: Transportation, Recreation, Health/Medical, and Training.

Training must be provided by the Applicant to all staff to meet minimum licensing standards. In addition, training shall cover ORR/DUCS policies and procedures, behavior management, cultural sensitivity, Flores Settlement Agreement, and mental health and child welfare best practices. Applicants should also plan on sending two key staff members to attend one annual three-day training with ORR/DUCS.

Facility Type and Location

All shelter services shall be provided in accordance with applicable State child welfare statutes and generally accepted child welfare standards, practices, principles, and procedures. Each level of care will provide children with a structured, safe, and productive environment, which meets or exceeds respective State guidelines and standards for similar care. The design of the shelter care program and facility should be in full compliance with the Flores Settlement Agreement and State licensing requirements.

All minimum *Program Services* apply to each of the facilities described below. Service delivery is expected to be accomplished in a manner that is sensitive to the culture, native language, and special needs of these children. Services must be delivered in an open type of setting without a need for extraordinary security measures. Applicants are required to design programs and strategies to discourage runaways

and prevent the unauthorized absence of children in their care. Applicants must have a behavioral management system that utilizes a strength-based approach/model that will be required in the implementation of the UAC program.

The Applicants must be licensed by their respective State for the appropriate level of care as indicated in the sections below and provide licensing information that includes capacity, age and gender permitted, and allowable length of stay. Applicants must demonstrate that their appropriate State licensing can accommodate the average length of stay for the respective types of shelters. If Applicants can demonstrate a licensed capacity for future expansion, please document that fact in the application.

Applicants will be required to maintain a standard of record keeping and recording. Applicants shall develop, maintain, and safeguard individual client case records according to ORR guidelines. Applicants are required to develop a system of accountability that preserves the confidentiality of client information and protects the records from unauthorized use or disclosure. The records of clients served under this program are the property of ORR and must be provided to ORR upon request.

In addition, Case Management staff shall be utilizing the ORR/DUCS Tracking and Management System for all placement, transfer, and family reunification requests and all significant incident reports. This system requires at a minimum regular access to computers that have high speed internet access.

Applications submitted pursuant to this announcement must plan for the delivery of the minimum services as described in *Program Services* (above) to a population as specified below. The shelter should be easily accessible to immigration courts, pro bono legal services, national airports, and community mental health and medical services. ORR is seeking applicants for the following types of facilities in the indicated geographic areas:

Facility Type	Population	Geographic Location	Number of Beds*	Budget
a) Basic Shelter/Group Home	General	San Antonio/Eagle Pass/Laredo	Up to 136	\$5,387,000

b) Basic Shelter/Group Home	Chinese/Indian	Applicants sought from across the continental U.S.	Up to 30	\$2,190,000
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***Applicants may submit proposals for up to the indicated number of beds. Several awards for each facility type may be available. Applicants must submit a separate proposal for each facility that is being proposed.**

a) Basic Shelter Care and/or Group Home -- General

Basic Shelter and Group Homes shall offer UAC a child-friendly facility that is appealing to children of all ages. Applicants shall provide proper physical care and maintenance, including suitable living accommodations (e.g., bed, chair, desk, storage for clothing and other personal items), culturally appropriate meals and snacks, several sets of new clothing, and personal grooming items. There shall be designated common areas, including space for education, recreation, health services, case management and counseling.

Applicants shall take security measures to monitor the facility from unauthorized entrance and egress, including the use of alarm systems and minimal video monitoring. All security measures will be according to State licensure and will not pose a threat to the safety of UAC in the event that UAC attempts to run from the facility.

The Applicant operates a licensed shelter care/group home facility designed to serve the majority of UAC for an average of 45 days. When called for under the ORR/DUCS policies and procedures, as deemed necessary to ensure the safe release of UAC to sponsors, the facility case management staff must work cooperatively with agencies that conduct and coordinate suitability assessments. Therefore, because of this assessment and other subsequent reunification procedures, Applicants can anticipate that a child with a sponsor participating in the suitability assessment process will be in residence at the shelter and/or group home for a longer period of stay in order to complete the process.

Shelter Care: Basic shelter care facilities typically house between 16 and 80 children, depending on State licensing requirements.

Group Homes: The Applicant operates licensed group homes designed to serve the majority of UAC, with an emphasis on the ability to serve

specific sub-sets of the population, including but not limited to children of a tender age, pregnant and parenting teens, and children with other special needs. Group homes typically house between 6 and 18 children, depending on State licensing requirements.

Facilities are generally located in major immigration apprehension areas and provide a full range of on-site services

b) Basic Shelter Care and/or Group Home -- Chinese/Indian

In addition to the requirements outlined in the *Basic Shelter Care and/or Group Home-General* section above, this type of shelter has some additional requirements. Applicant operates a licensed shelter care or group home facility specifically for Chinese and Indian UAC of both genders. This population of UAC requires special care because of heightened safety concerns surrounding smuggling/trafficking and because of the Applicant's participation in the home suitability assessment investigation of potential sponsors of UAC.

The special requirements of this facility include the implementation of ORR/DUCS safety guidelines for Chinese and Indian UAC. The Chinese and Indian safety guidelines specify more rigorous and comprehensive security measures than the guidelines for other shelter facilities. To ensure the safety of Chinese and Indian UAC at the facility, the Applicant should implement all safety guidelines fully at the start of the program. For instance, the facility should implement a specialized intake assessment process for all UAC, aggressively monitor phone communication and visitation, verify that proper attorney-client relationships exist for the UAC, and carry out releases at a location other than the facility.

To ensure the safe release of Chinese and Indian UAC to sponsors, the facility case management staff must work cooperatively with the suitability assessment agencies that conduct and coordinate these assessments. Because of this investigation and other subsequent reunification procedures, Applicants can anticipate that each Chinese and Indian UAC will be in residence at the shelter and/or group home for approximately 150-180 days.

The Applicant should operate a facility that is sensitive to the linguistic and cultural needs of the Chinese and Indian UAC. Case management, educational, and clinical services should be provided with the UAC linguistic needs taken into consideration. At minimum, there should be a case manager, teacher, and clinician for the Indian UAC who are proficient in either Hindi or Punjabi. For the Chinese UAC, there should be a case manager, teacher, and clinician who are proficient in

Mandarin or Fuzhounese. Also, the Applicant should have translation services (e.g., phone translation services) readily available for all staff.

II. AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement

Substantial Involvement with Cooperative Agreement:

ORR directs and supports grantees in the following areas:

- The design, implementation, and modification of program activities, services and facilities;
- The design of protocols or procedures;
- The selection of contractors (if applicable);
- The selection of key program staff;
- The provision of guidance in the collection and analysis of data;
- The provision of training and technical assistance to shelters;
- Select decisions regarding individual case management related activities; and
- The approval of all reunifications for UAC.

Anticipated Total Priority Area Funding: \$7,577,000

Anticipated Number of Awards: 2 to 4

Ceiling on Amount of Individual Awards: \$5,387,000 per budget period

Floor on Amount of Individual Awards: \$315,360 per budget period

Average Projected Award Amount: \$2,851,180 per budget period

Length of Project Periods: 60-month project with five 12-month budget periods

Sixty-month project with five, 12-month budget periods: October 1, 2006 to September 30, 2011.

Awards will be for a one-year budget period from October 1, 2006 to September 30, 2007.

Applications for continuation grants funded under these awards beyond the one-year budget period may be entertained on a non-competitive basis, subject to availability of funds, satisfactory performance of the project, capacity needs and a determination that continued funding is in the best interest of the Federal Government.

There could be multiple awards for each facility type depending on the types of services required in a particular geographical location. The floor amount on individual awards is based on an application for less than the total number of beds being sought (as the per diem rate may vary geographically the number of beds funded with the floor amount will also vary). The total funding under this announcement will not exceed \$7,577,000.

Based on the availability of funds and need for bed space, there could be supplements of awards for each location. As long as quality services are provided by each organization and there is a need for beds, continuations/renewals may apply every budget year until the end of the project period.

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Unrestricted (i.e., open to any type of entity subject to exceptions specified below.)

Eligibility is open to all types of domestic applicants other than individuals.

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Non-profit organizations (including faith-based and community organizations) and for-profit organizations are eligible to apply. Organizations must be appropriately licensed (at the time of submission of the application) as facilities for the provision of shelter care and other related services to dependent children. For-profit organizations must clearly demonstrate that they are only charging the program actual costs incurred and will not realize a profit at the expense of the Federal Government.

The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. U.S. non-governmental organizations, and their sub-grantees, cannot use U.S. Government funds to lobby for, promote or advocate the legalization or regulation of prostitution as a legitimate form of work. It is the responsibility of the primary grantee to ensure these criteria are met by its sub-grantees. Accordingly, the grant application must ensure that no monies, if awarded, will be used for these unallowable purposes.

2. Cost Sharing or Matching: None

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.

- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Sylvia M. Johnson, Grants Officer
 U.S. Department of Health and Human Services
 ACF - Office of Grants Management
 Division of Discretionary Grants
 370 L'Enfant Promenade, S.W.
 Aerospace Building, 6th Floor-East
 Washington, DC 20447
 Phone: 202-401-4524

Email: sjohnson@acf.hhs.gov

URL: <http://www.Grants.gov>

2. Content and Form of Application Submission:

Letters of intent are encouraged but not required. Letters of intent to apply are expected to be received by 4:30 pm EST, 15 calendar days after publication of the announcement. Letters should state the funding opportunity number, the Applicant's name and contact information, the location of the proposed site and the type of facility for which the Applicant is applying. One letter for each facility type that is being applied for should be submitted.

Letters of intent should be sent to the attention of Tsegaye Wolde at Office of Refugee Resettlement, Administration for Children and Families, 370 L'Enfant Promenade, S.W., 6th Floor-East, Washington, D.C., 20447. Letters may also be sent by facsimile to: 202-401-1022 or by Email to: twolde@acf.hhs.gov.

Application Format

- Please do not include organizational brochures or other promotional materials, slides, films, clips, etc. A limited number of photographs of the proposed site are encouraged.
- The font size may be no smaller than 12-point, and the margins must be at least one inch on all sides.
- Number all application pages sequentially throughout the package, beginning with the abstract of the proposed project as page number one.
- For those submitting in hard copy, submit application materials on white 8.5 x 11 inch paper only. Do not use colored, oversized or folded materials.
- Please present application materials either in loose-leaf notebooks or in folders with pages two-hole punched at the top center and fastened separately with a slide paper fastener.
- Completed Standard Form 424 -- signed by an official of the organization applying for the grant who has authority to legally obligate the organization.
- Standard Form 424A -- Budget Information-Non Construction Programs.

- Narrative Budget Justification -- for each object class category required under Section B, Standard Form 424A.
- Project Narrative -- A narrative that addresses issues described in the "Project Description" and the "Evaluation Criteria" sections of this announcement. Please see Section V, Application Review Information for further information on these requirements.
- Table of Contents.
- Abstract of the Proposed Project -- not to exceed one page (would be suitable to use in announcing the grant award, if selected) that identifies the type of project, the target population, and the major elements of the work plan.

Page Limitation

- Each application narrative should not exceed 30 pages double-spaced.
- Attachments and appendices should not exceed 30 pages and should be used only to provide supporting documentation such as administration charts, position descriptions, resumes, and letters of intent or partnership agreements.
- A table of contents and an executive summary should be included but will not count in the page limitations.
- Each page should be numbered sequentially, including the attachments and appendices.
- This limitation of 30 pages should be considered as a maximum, and not necessarily a goal.
- Application forms are not to be counted in the page limit. Any pages that go beyond the 30-page limit will not be considered in the review process.
- Please do not include books or videotapes as they are not easily reproduced and are therefore inaccessible to the reviewers. The review panel will not consider submitted material which exceeds the 30-page limit.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.

- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date For Letter of Intent: 06/12/2006

Due Date for Applications: 07/10/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between

the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Letter of Intent	See Section IV.2	Found in Section IV.2	30 days after publication.
SF-424	See	See	By

	Section IV.2	http://www.acf.hhs.gov/programs/ofs/for ms.htm	application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By application due date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By application due date.
Assurances	See Section IV.2		By date of award.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Support Letters	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Third-Party Agreements	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By date of award.
Certification Regarding Environmental	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By date of award.

Tobacco Smoke			
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Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Sylvia M. Johnson, Grants Officer
U.S. Department of Health and Human Services
ACF - Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade, S.W.
Aerospace Building, 6th Floor-East
Washington, DC 20447

Hand Delivery

Sylvia M. Johnson, Grants Officer
U.S. Department of Health and Human Services
ACF - Office of Grants Management
Division of Discretionary Grants
901 D Street, S.W., 2nd Floor-East, Mail Room
Washington, DC 20024

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 20 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived. Attention should be paid to assessing the performance with regard to the reunification and release process for UAC. This may include a plan for how the applicant anticipates monitoring the progression of individual cases, or a clear structured timeline with regard to working with each UAC on reunification and/or release, for example.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the

procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a

State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities.

These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of

units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

CONSTRUCTION

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class

categories. Identify which construction activities/costs will be contractual and that the applicant will assume.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 30 points

The application will be reviewed for the overall program design and ability to adequately provide the required program services, reunification services, and case management by evidence of the following:

- The Applicant's response and accompanying documentation supporting its ability to provide the required program services indicated in the *Program Services* section of *Section I*. This includes:

Medical, Individualized Assessment, Education, Recreation/Leisure, Mental Health, Individual Counseling, Group Counseling, Acculturation and Adaptation Services, Orientation, Religious Access, Visitation, Right to Privacy, Legal Services Orientation, Transportation/Escort, Vocational Educational Program and/or Activities.

- Service delivery is described in a manner that is sensitive to the culture, native language, and special needs of UAC.
- The extent to which the Applicant's program design demonstrates that it is appropriate for the target population that the Applicant is planning to serve.
- The Applicant demonstrates experience and proficiency in implementing a behavioral management system that utilizes a strength-based approach/model.

- The Applicant describes experience and documentation supporting its ability to provide appropriate case management services for UAC population, including developing and updating Individual Service Plans.
- The Applicant demonstrates experience in processing of identification and reunification of children to eligible sponsors.

ORGANIZATIONAL PROFILES - 25 points

The application will be reviewed for the capacity of the organization to adequately develop and manage a UAC program by assessing the following:

- A comprehensive overview of the Applicant's organization, including qualifications, history, organizational mission and goals, and lists of all Federal, State, or local funded grants and/or contracts received.
- The extent to which the organization has a history of experience in the provision of child welfare and/or other social services. Demonstration of organizational experience working directly with UAC or cross cultural/international or related services to children from various cultural backgrounds and with various language capabilities.
- A clear organizational structure outlining lines of authority and supervision.
- The extent to which staffing plans demonstrate a sound relationship between the proposed responsibilities of lead program staff, including Program Director, Clinician, and Lead Case Manager, and the educational and professional experience required for the position according to requirements outlined in *Section I, Program Staffing Requirements*.
- A comprehensive plan for coordination of activities and communication between the various program components and with other community and governmental agencies.
- A comprehensive program staff training plan that includes elements specific to working with the UAC population.
- Demonstration that case management staff are proficient in using the internet and related computer programs (i.e., Internet Explorer).

BUDGET AND BUDGET JUSTIFICATION - 15 points

The application will be reviewed for fiscal accountability and reasonableness by assessing the following:

- The Applicant's budget narrative describing the budget in detail. The reasonableness and cost-effectiveness of the proposed budget in relation to proposed program activities should be explained.
- The Applicant's description of an internal financial monitoring system that demonstrates structure and accountability.
- The extent to which the Applicant and any subrecipient(s)/subcontractor(s) have demonstrated effective fiscal management and accountability.
- A plan for overall fiscal and program management and accountability. A discussion of the most recent audit and findings should be included.

Inclusion in the budget of all program-related costs.

EVALUATION - 15 points

The application will be reviewed for evidence of the organization's capacity to manage proper documentation and reporting with regard to the proposed program, including internal accountability and plan for monitoring of performance through evaluation and other measures. Evidence of the following should be provided:

- Effective and resource-efficient strategies for programmatic control, predictability and accountability as evidenced by the program design.
- Evaluation methodology based on performance. Focus will be placed on reunification performance and ability to ensure timely release for those UAC with potential sponsors. Applicants should demonstrate measures that effectively track performance in this area.
- An effective plan for developing and maintaining internal structure, control, and accountability through programmatic means.

- Ability to produce statistical reports to track demographics and performance of the program.
- Ability to maintain adequate records, including client files, medical files, financial files and personnel files.
- Ability to make regular reports as required by ORR that permit ORR to monitor and enforce the Flores Settlement Agreement, Federal requirements, ORR's policies and procedures and other requirements and standards.
- Ability to implement and maintain an internal client computer database system.

GEOGRAPHIC LOCATION - 15 points

The application will be reviewed for information regarding the geographic location, community services, and facility design to adequately support program services by assessing the following:

- Applicant clearly states the type of facility that is being proposed and has tailored its application to address the needs of that type of facility.
- Applicant describes accessibility to immigration court, airports, fire, police, and the local community. Applicant provides evidence on the feasibility of administering a shelter care program in the area that is proposed.
- Applicant clearly describes and/or provides photographs of the proposed facility (including description of sleeping arrangements, food preparation, kitchen and dining area, class rooms, office space, rest rooms, outside recreation areas, and living space).
- Applicant demonstrates that the facility meets all relevant zoning, licensing, fire, safety, and health codes required to operate a residentially based social service program. Applicant provides detailed information regarding type of State licensure, including information on capacity, age/gender permitted, and length of stay allowable. Any and all documented State licensing allegations/concerns must be reported.
- Applicant explains and documents facility ownership or leasing agreements.

- Applicant describes all security measures for the facility and demonstrates they adequately meet the requirements of the program in order to minimize unauthorized absence from the facility, and to monitor those who enter and exit the facility.
- The Applicant provides documented evidence/references or letters of local community support and acceptance of the Applicant's program. This could include established relationships with local emergency services (i.e., police, fire), medical and mental health agencies, religious and community organizations, and state licensing offices' recommendations for serving UAC.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Applications submitted under this program announcement will undergo a pre-review to determine that the application does not meet the following disqualification factors: (1) application exceeds the ceiling amount or (2) the application fails to satisfy the deadline requirements referenced in *Section IV.3*. Applications that meet one of these disqualification factors will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that pass the initial Administration for Children and Families screening will be evaluated and rated by an independent review panel on the basis of specific evaluation criteria. The results of these reviews will assist the ORR Director and program staff in considering competing applications. Reviewer's scores will weigh heavily in the funding decision, but will not be the only factors considered. Applications generally will be considered in order of the average scores assigned by reviewers. However, highly ranked applications are not guaranteed funding because other factors are taken into consideration. These include, but are not limited to, the number of similar types of existing grants or projects ORR has funded in the last five years; comments of reviewers and government officials; staff evaluation and input; geographic distribution; previous program performance of Applicants; compliance with grant terms under previous Department of Health and Human Services grants; audit reports; investigative reports; an applicant's progress in resolving any final audit disallowance on previous ORR or other Federal agency grants. The evaluation criteria are designed to assess the quality of a proposed project and to determine the likelihood of its

success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to an application that is responsive to the evaluation criteria within the context of this program announcement.

The Director of ORR reserves the right to award more or less funding to any individual Applicant or in total for all Applicants based on the quality of the applications, need in a particular geographic location, and the best interests of the Federal Government. In cases where ORR proposes to award an amount less than an organization's application request, the organization will be required to submit a revised budget and budget narrative showing how the organization proposes to spend the amount ORR is proposing to award to the organization. If an organization fails to submit a commensurate revised budget within the time requested, the agency will forfeit the award.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Quarterly
Financial Reports: Semi-Annually

Statistical Reports may be required from time to time from ORR.

The original report and one copy should be mailed to the Grants Management Contact listed in *Section VII* Agency Contacts.

Upon acceptance, grantees will receive formats and schedules quarterly for program progress reports of program activities and on a semi-annual basis for financial expenditure reports.

VII. AGENCY CONTACTS

Program Office Contact:

Tsegaye Wolde
Office of Refugee Resettlement
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W.
Portals Building, 8th Floor
Washington, DC 20447
Phone: 202-401-5144
Fax: 202-401-1022
Email: twolde@acf.hhs.gov

Grants Management Office Contact:

Sylvia M. Johnson
Office of Grants Management
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S.W., 6th Floor-East
Washington, DC 20447
Phone: 202-401-4524
Email: sjohnson@acf.hhs.gov

VIII. OTHER INFORMATION

Awards are subject to the availability of funds. The ORR Director reserves the right to award more or less than the funds described in this announcement. In the absence of worthy applications, the Director may decide not to make an award if deemed in the best interest of the Federal Government. Funding for future years under this announcement is based on the availability of funds. The Director may invite applications outside of the proposed closing date, if necessary, to respond to the needs of UAC.

The Director has the discretion to make awards or pass over applicants based on shifting demographics and geographic capacity needs of the program. The Director also reserves the right to move a program from one geographic location to another and/or change from one type of service to another, as necessary to ensure appropriate capacity needs.

Date: 05/24/2006

Martha E. Newton
Director
Office of Refugee Resettlement